



REQUEST FOR PROPOSAL (RFP) – BID# 7473366

ELEANOR SLATER HOSPITAL/ZAMBARANO UNIT-DESIGN ON-SITE WASTE TREATMENT SYSTEM

SUBMISSION DEADLINE: Friday, July 12, 2013 at 10:00 AM (ET)

PRE-BID CONFERENCE: ☐ NO
☒ YES **Thursday, June 27, 2013 at 10:00 AM (ET)**

Mandatory: ☐ NO
☒ YES: Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor's failure to attend and register at the pre-bid conference shall result in disqualification of the vendor's bid proposal as non-responsive to the solicitation.

Location: **Zambarano Waste Water Treatment Facility**
2090 Wallum Lake Road
Pascoag, RI 02859

This is the address of the hospital. The Waste Water Treatment Facility is just past the main entrance, heading north on route 100, on the right hand side.

Buyer Name: David A. Cadoret
Title: Chief Buyer

QUESTIONS concerning this solicitation must be received by the Division of Purchases at (bidinfo@purchasing.ri.gov) no later than (Monday, July 01, 2013, 5:00 PM (ET)). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (Bid #7473366) on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

BOND REQUIRED: NO

DISK BASED BID: ☒ NO
☐ YES: See attached Disk Based Bidding Information

NOTE TO VENDORS:

Vendors must register on-line at the Rhode Island Division of Purchases website at www.purchasing.ri.gov. Offers received without the completed four-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

THIS IS NOT A BIDDER CERTIFICATION FORM



Disk Based Bidding Information

File Format

All disk based bid files are ZIP files that you can open using the WinZip 8.1 software. The ZIP file will contain one or more files based on the type of Bid/RPF.

Downloading the Disk Based Bid

Bids that have a file for download are marked with a "D" in the Info field of the bid search results. The "D" will be an active link to the WinZip file until the bid reaches its opening date. Clicking on the active "D" link will allow you to open or save the ZIP file associated with the bid. Opening the WinZip file will download a copy to your computer's temporary directory.

Opening the Disk Based Bid

Once downloaded, you can open the ZIP file with WinZip and view the Microsoft Office files contained within the WinZip file. Immediately save (extract) the individual files to an appropriate directory on your computer, such as "Desktop" or "My Documents".

FOR THE DEPARTMENT OF TRANSPORTATION AND OTHER SPECIFIC PROJECTS:

Completing the Disk Based Bid

Once the Microsoft Office files are properly saved, open the individual files and enter the required information in the appropriate fields. Save each file again to capture the new information you entered.

Submitting the Disk Based Bid

Save the completed files to a CD or diskette. Label the CD or diskette with the Bid/RFP number and bidder's name (company name, not contract name). Submit as instructed in the Bid or RFP solicitation document.



**State of Rhode Island
Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Tel: (401) 574-8100 Fax: (401) 574-8387**

**RFP 7473366
Eleanor Slater Hospital/Zambarano Unit
Design On-Site Waste Treatment**

PLEASE NOTE:

Architectural and/or engineering services firms practicing in Rhode Island must be registered and possess a Certificate of Authorization in accordance with R.I. General Laws 5-1-1, et. seq. A copy of a Certificate of Authorization for the firm and current Rhode Island registration(s) for individuals who may perform project related work must be included with the proposal.

The Rhode Island Board of Design Professionals may be contacted as follows:

**Board for Design Professionals
1511 Pontiac Avenue (Bldg 68-2)
Cranston, RI 02920
Tel: 401-462-9530
Fax: 401-462-9532
www.bdp.state.ri.us**

The respondent's Proposal will be disqualified and removed from consideration if the proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s).

This is a Request for Proposals, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.



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All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

Proposals should be mailed or hand delivered in a sealed envelope marked "RFP # 7473366 Eleanor Slater Hospital/Zambarano Unit-Design On-Site Waste Treatment System:"

RI Dept. of Administration

Division of Purchases, 2nd floor

One Capitol Hill

Providence, RI 02908-5855

Submission Deadline: Friday July 12, 2013 at 10:00am (est)

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed to the Division of Purchases will not be considered.



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All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered.

It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

Offerors are advised that all materials submitted to the State for consideration in response to this Request for Proposals will be considered to be Public Records, as defined in Title 38 chapter of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award has been made.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state unit it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This Certificate of Authority will be required prior to the issuance of a purchase order.

Notwithstanding the foregoing, the State reserves the right to award on the basis of cost alone, to accept or reject any, or all, options, bids, proposals and to act in its best interest..

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.



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The Technical Review Sub-Committee will present written findings, including the results of all evaluations, to the Purchasing Agent, or his designee, who will make the final selection for this requirement.

The State of Rhode Island reserves the right to accept any proposal as offered, and to reject any or all proposals.

SCOPE OF SERVICES

Wastewater Treatment - Design Eleanor Slater Hospital U.E. Zambarano Facility – Pascoag, RI

I PROJECT OBJECTIVES

Design an On-Site Waste Treatment System (OWTS) for the U.E. Zambarano Facility. Design upgrades to the current treatment facility to improve the overall operation of the facility.

II BACKGROUND

The State of Rhode Island Department of Administration (DOA) owns and operates the wastewater treatment facility (WWTF) located at the Zambarano Unit of the Eleanor Slater Hospital. The current treatment facility was designed to provide secondary treatment, followed by advanced filtration, before discharging to surface waters (Clear River, Classification B1). It is designed to handle wastes from the hospital complex. Allowances have also been made at the treatment plant to handle wastewater generated from the laundry facility. The incoming design waste stream contains 250 lbs/day of Biochemical Oxygen Demand (BOD) and 250 lbs/day of Total Suspended Solids (TSS). The plant has a hydraulic capacity of 120,000 gallons per day (average) and 240,000 gallons per day (maximum). The average daily flow in the last year was 68,858 gpd with average BOD of 65 lb/day and TSS of 37 lb/d.

A revised Rhode Island Pollutant Discharge Elimination System Permit (RIPDES Permit No. R10100129) (Permit) was issued to the DOA for the operation of the WWTF by the Department of Environmental Management (RIDEM) on October 26, 2009. The Permit contained new effluent limits for various effluent parameters. Unable to comply with said Permit limits, DOA completed an Engineering Study to evaluate options available to comply with the Permit. DOA has notified DEM of its' intentions to construct an OWTS.

Several site constraints throughout the facility limit the citing of the OWTS. Regulated wetlands, swamps, and perennial stream exist adjacent to the existing WWTF.

III SCOPE OF SERVICES

- Perform a site evaluation for the placement of an on-site treatment system capable of accepting a maximum flow rate of 90,000 gallons per day of waste.
- Investigate alternatives available for the design of the system and present various proposals.
- Field survey to determine use of wetland impacted locations.
- Identify permit requirements needed for the installation of system.
- Based on the proposed OWTS, determine if it is cost effective to keep the existing WWTF operations. If so, identify each process and design any needed upgrades to improve the efficiency of the operation.

- Prepare plans and specifications and obtain all regulatory permits to facilitate the bidding of the proposed system. Provide bid documents for the purposes of soliciting system installer.
- Develop cost estimates for the installation of OWTS.
- Provide construction oversight including a DEM Class III Designer's License.

IV SCHEDULE

System design to be completed within ninety days of receipt of purchase order.

VI EVALUATION CRITERIA.

The following criteria will be considered by the State in evaluating the proposal submitted and making this award:

1. The firm's background and relevant work experience as related to the proposal. The qualifications and suitability of experience of key staff members assigned to the project, that is, the project team, and their experience and expertise with water quality/wastewater management planning. This should include closely related projects that this team has completed. (10 points)
2. Proposed fee to complete the scope of services. (70 points)
3. Overall quality and responsiveness of the proposal. (10 points)
4. Quality of references of current and prior clients (list at least five like projects completed). (10 points)

VII FEE PROPOSAL:

A lump sum fee shall be provided to complete the services described in this Request for Proposal except:

- A separate fee shall be provided for the cost of obtaining wetlands permit if the project is deemed to require said permit.
- Cost for the field survey to delineate wetlands impact.

VI. DELIVERABLES:

- Design document suitable for submission to RIDEM for review and approval.
- Bid package suitable for solicitation of vendor.